

## SUBMITTING A REQUEST FOR RECLASSIFICATION OR REALLOCATION

### WHAT TO INCLUDE

For definitions of highlighted words, click [here](#).

Requests for the [reclassification](#) or [reallocation](#) of [positions](#) must include the following materials when submitted to the Division of Personnel:

- (1) For filled or vacant positions, a completed [Position Classification Questionnaire](#) indicating the change or changes in the position's duties which require reallocation or reclassification of the position. The cover page and Parts A through F may be completed by the employee if the position is filled, the supervisor or manager, the Human Resource or Business Office designee, or a combination of those parties. The following portions of the Questionnaire are confidential and for HR/Management use only: Part G is completed by the position supervisor, Part H by the agency Human Resources office, and Part I by the Agency [Appointing Authority](#) (Department Head or Designee).
- (2) If the request is being made independently by the employee and the Appointing Authority does not support it, the employee should complete Parts A through F, and request that their agency complete Parts G, H and I if at all possible. The employee may submit Parts A through F directly to the Division of Personnel by mail or email; however, the employee or the Division of Personnel must make contact with the Human Resources office in order to arrange for the submittal of the request in the NH FIRST system. An employee submitting the request independently must document whether or not they have discussed the request with their supervisor, other management, and/or the Human Resources office, and if so, they must provide dates and responses. To the extent possible, the employee should also submit the information listed in (3) – (7) below.
- (3) The information presented on page one of the Position Classification Questionnaire and via the required attachments includes the following:
  - a. The [class title](#) and position number of the position to be reviewed. Positions can be either vacant or filled.
  - b. An explanation of the reason or reasons for the request, including what caused the permanent change in the duties of the position to necessitate the review.
  - c. A recommendation for change in the [classification](#) of the position to a more appropriate classification. If the request is for the reallocation of a position or [class series](#) to a different labor grade, please include recommendations for changes to [factor levels](#) as well as any proposed changes to the basic purpose, duties, [minimum qualifications](#), and recommended work traits

listed on the [class specification\[s\]](#). In this situation, it is recommended that the agency provide a revised class specification with drafted changes.

d. In addition to a-c, if the request is made by the Appointing Authority, it must include a statement identifying the approximate cost and funding source for the request.

- (4) The position's current [supplemental job description](#) which has been reviewed and approved by the Division of Personnel.
- (5) A proposed supplemental job description which has been updated by the Appointing Authority, supervisor/manager, or employee to reflect any changes in job responsibilities, including the percentages of work time that each [Accountability](#) represents.
- (6) A current [organizational chart](#) identifying the position in relation to the current structure of the agency.
- (7) A proposed organizational chart showing the title requested.
- (8) If an organizational change or position transfer is taking place in addition to the reclassification, the agency must include an explanation of what is changing organizationally and why, how the change impacts the position, and how the change relates to the agency's goals, objectives and structure. The agency must also affirm that the organizational change is related to job functions and does not have as its basis a punitive intent.

All of the above job materials must be submitted to constitute a completed request for reclassification or reallocation. The review package must be submitted by the Human Resources Office or Business Office designee in the NH FIRST system as a Request Position Update. If the request must be submitted in hard copy by the employee, it should be addressed to the Director of Personnel, NH Division of Personnel, 28 School St., Room 1, Concord, NH 03301. Any incomplete requests will be returned with a notation specifying which items are missing from the reclassification or reallocation package. Agencies can click [here](#) for further instructions on how to submit the classification work unit request electronically.

### QUESTIONS?

Agencies may contact the Classification Section Administrator at (603) 271-1430 with questions concerning reclassification requests. In addition, the Division of Personnel has Classification Analysts who are available to assist agencies with requests and other related matters. Employees who are seeking reclassification of their positions are encouraged to contact their agency human resource representative for assistance first.